



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ARH

1 October 2004

MEMORANDUM FOR Human Resource Officers, Financial Managers/Comptrollers, Military Personnel Officers, AGR Managers and Recruiting & Retention Commanders

SUBJECT: FY05 Recruiting and Retention (R&R) Manning Initiatives (NGB-ARH Policy Memo #04-036)

1. Purpose. This memorandum provides guidance and administrative instructions to support increased manning initiatives to address the continued challenges of recruiting in the Global War on Terrorism (GWOT) environment. These manning initiatives include FY05 AGR recruiter growth; Active Duty Special Work (ADSW) programs (NGPA FARC BA-2); GWOT R&R man-day support (NGPA VFRE BA-1); and contractor support to fill headquarters staff positions.

2. FY05 AGR Recruiting and Retention NCO Growth. The DARNG has approved the distribution of 500 authorizations from the FY05 ramp growth to support recruiting and retention. These authorizations will be included in the FY05 voucher distributed by NGB-ARM. The breakout by States/Territories was determined by NGB-ASM based on FY05 State missioning goals. These authorizations will be full-year funded. States/Territories are authorized to hire recruiters immediately against the FY05 RRNCO authorization growth. The State distribution can be obtained through NGB-ASM prior to release of the FY05 Voucher by NGB-ARM. NGB-ASM will make distribution to the RRCs and HROs in each State/Territory.

a. Authorizations Exceeding TDA. In some cases, the number of authorizations distributed for RRNCOs exceed the State Recruiting and Retention (R&R) TDA. The current ARNG R&R TDA is being updated to reflect the increases in requirements and authorizations required to sustain production in the GWOT environment. The TDAs are being updated through The Army Authorization Document System (TAADS). This process can take up to two years to complete. States/Territories that have more AGR recruiter authorizations than the current TDA document will be permitted to place authorizations up to the required numbers by paragraph and line number.

b. Maintaining RRNCO Fill Rates. At a minimum, States/Territories are required to hire AGR recruiter personnel up to the authorization levels in the NGB-ARM authorization voucher. These additional Recruiting and Retention Command (RRC) AGR positions must be filled within 90 days of receipt of this memorandum or the positions will be transferred to another State/Territory. Recruiter fill rates will be monitored by NGB-ASM on a monthly basis to ensure efficient use of authorizations. Waivers or exceptions to policy for additional RRC positions will not be authorized for the losing State/Territory once the positions are

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the grades of E-6 and below to perform recruiting missions to assist the RRNCOs. Funding will be distributed from 2060/NGPA BA2 MDEP FARC, AMSCO 2J310200.

7. Special Duty Assignment Pay (SDAP). Enlisted Soldiers authorized to perform Line 32 Production Recruiter duties qualify for SDAP. These soldiers must be qualified as a SQI4 (primary or secondary) and must obtain a waiver from Chief, National Guard Bureau (CNGB) if not in an authorized, funded position. Requests for waivers must be submitted to NGB-ASM once the Soldier has obtained the SQI4 qualification. Waivers will be granted for one year and can be reissued after review from NGB-ASM and approved by CNGB.

8. Promotions. AGR soldiers who have been authorized to serve in temporary TDA positions who become eligible for promotion will be considered on a case-by-case basis. Requests for promotion should be forwarded thru NGB-ASM for verification and NGB-ARH for approval.

9. POC. Points of contact for this policy are LTC Richard Guzzetta, NGB-ARM at 703-607-5825 or DSN 327-5825; and COL Tammy L. Miracle at 703-607-5904 or DSN 327-5904.



ROSS B. DeBLOIS

Colonel, GS

G1, Army National Guard

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